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Command Policy

BASE SUPPORT DETAILS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 90-1, *Command Policy*, and defines the base support details, explains how they are requested, and describes how units are tasked to support these requirements. It applies to all 18th Wing and associate units at Kadena AB.

SUMMARY OF REVISIONS

This revision stipulates that the 18th Support Group Commander (18 SPTG/CC) through the 18th Wing Vice Commander (18 WG/CV) will administer the Base Detail Program, validates requests for details, and provides equitable tasking of eligible units. A “[” indicates revised material since the last edition.

1. General. Details are an inherent part of our military structure; without them, we could not function effectively. Each unit and staff agency should make every effort to satisfy their own detail requirements from their own resources. Base support details differ from additional duties in that they don't require the same individual to perform the same task on a continuous basis. Additional duties are tasked directly by the units affected. Base support details are those tasks in which the base at large is supported from all units assigned, attached, or associated to Kadena AB, Japan. This support is requested only if the scope of the detail is beyond the requestor's ability to perform from existing internal resources or when directives require disinterested people to perform a duty. Some typical examples of base support details are as follows:

- 1.1. Inquiry Officer.
- 1.2. Test Proctor.
- 1.3. Observation Teams.
- 1.4. Typhoon Clean-Up.
- 1.5. Postal Augmentees.

1.6. Reports of Survey.

1.7. Other miscellaneous details as deemed appropriate by the 18 WG/CV.

2. Responsibilities:

2.1. The 18 SPTG/CC through the 18 WG/CV administers this program, validates requests for details, and provides equitable tasking of eligible units. Management of the team's individuals or work to be accomplished is the responsibility of the agency requesting the detail.

2.2. The Military Personnel Flight provides a Monthly Unit Military Strength Report to 18th Support Group Information Management (18 SPTG/CCEA) by the fifth duty day of each month.

2.3. Associate units will provide detail support as requested. To coordinate tasking requirements, each group and tenant unit will appoint a primary and alternate point of contact and furnish the name, rank, and duty phone to 18 SPTG/CCEA. Each group and tenant unit is responsible for managing the equitable distribution of details among their personnel.

3. Eligibility. Group-level taskings will be set by the base detail manager based on a detail's grade criteria and a group's assigned strength for that grade(s). For example, for Mr. Clean, the criteria is E-4s and below. Using these two criteria, the base's detail manager will calculate equitable group quotas. Once computed, they will be distributed to group representatives who are responsible for determining how best to task a group's units. Pending unusual circumstances, if a group cannot meet their taskings, they can expect additional tasking (i.e., basic quota plus to the number of unfilled slots from the previous tasker) for the next detail.

4. Requests for Details. Request for detail support will be kept to an absolute minimum. Submit written requests for detail support, signed by squadron commanders (through group commanders), agency chiefs (IG, SE, JA, etc.) or higher, to 18 SPTG/CCEA as soon as your requirement is known. Allow at least 10 duty days for your request to be validated and tasking to be initiated. Requests with less than 10 days notice must contain specific justification and are approved by the next level senior to the requestor. Any special requirements (orders, appointment memos, specific grade requirements, etc.) needed for the detail is the responsibility of the requestor.

5. Detail Tasking. The 18 SPTG/CCE will task eligible units to support the requirement.

5.1. Upon receiving a request to support a base detail, units will provide the name, rank, and duty phone of their selectees and a point of contact within the organization. Failure of the tasked individuals to report for a detail doesn't relieve the tasked unit of the requirement to furnish someone. The organization requesting support will be given the name and number of the point of contact in the tasked organization so no-shows may be reported directly and resolved in a timely manner. Noncompliance to memorandum of tasking will be forwarded to the appropriate group, unit, or agency chief for appropriate action.

5.2. Requests for excusal from detail tasking must be submitted. Annual review of exemptions will occur at the beginning of the fiscal year by 18 SPTG/CCE. If an authority is listed as a reason for exemption, a copy of the authority should be attached to the exemption memorandum. Exemptions are

approved or disapproved by the 18 WG/CV. Squadrons will go through their group. The group will provide exemption letters to 18 SPTG/CCEA.

JAMES B. SMITH, Brigadier General, USAF
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